

## SBDM Verifications

The [link](#) is now available for districts to upload training verification data. All school council member verifications are to be entered into the Web-application database by Nov. 1. Directions for submission can be found [here](#).

As a reminder, please ensure that you have all of the data you need prior to inputting. You will need to know the following:

- name of the school
- council membership structure (e.g., single: six member; single: eight member)
- members' complete first and last names
- members' roles (i.e., administrator, parent, teacher or other)
- members' experience (i.e., new or old)
- minority representation (if applicable)
- EILA number and the date of the training (note that training sessions completed prior to July 1 will have an

EILA number beginning with 13; those after July 1 will have an EILA number beginning with 14)

- trainer's name and name of the session

School council members who are new, having never served previously on a school council, or who have had a significant break from school council service must take the SBDM six-hour course "Introduction to SBDM." The same EILA number for the face-to-face introduction course is used for the online introduction course.

If the school council member is experienced and took update training through KET, list the trainer's name as "KET Online."

If the school is a Priority School and has an advisory council, please complete the first five bullets. You will not have an EILA number, trainer's name or name of training. Please leave those blank.

If you have questions concerning the training verification form, please contact [Judy Littleton](#).

### Minority Membership

KDE is calculating minority membership. KDE's goal is to have this information to districts by Friday, Sept. 6.

### SBDM Updates

KDE, like many school districts, has gone through changes this year with summer retirements and resignations. Laurie Cape, our SBDM consultant, is no longer with us. We will keep you informed when her position is posted. Until then, please contact [Judy Littleton](#) if you have questions concerning SBDM training. Sharma Aitken joined us Aug. 16. She will be working primarily with our SBDM data (e.g., training verifications, minority membership, staffing allocations). She will get a further introduction in the September *SBDM Newsletter*.

SBDM district coordinators also are changing. If you receive this newsletter and are no longer the SBDM coordinator or an endorsed SBDM trainer, please e-mail the [SBDM Mail-box](#) with any corrections so we can update our distribution lists.



### Emergency Plan Policy

As required by Senate Bill 8 (2013), all school council will need to adopt an Emergency Plan Policy by Nov. 1. Within this policy are the school's specific procedures and the monitoring required to implement the school's Emergency Plan. Note that the Emergency Plan Policy is not the specific emergency procedures that the school will adopt, but how the school will monitor the implementation of the school's emergency plan.

A sample Emergency Plan Policy is posted on the [SBDM homepage](#). The sample policy is not an exemplar policy. Schools will need to develop a policy that meets their individual needs.

### SBDM Training Online

KDE has partnered again this year with KET to provide the SBDM required training sessions online. The session, "Introduction to SBDM," is a facilitated course that has a minimal fee of \$95 per participant. Experienced members have several options of self-paced courses that are not facilitated and are free.

Access to information about these courses can be located on the [KET website](#). Further information about the facilitated "Introduction to SBDM" course can be located on the [KET Education Store website](#).

If you have questions about the course or about payment for the introduction course, please contact KET at [pd@ket.org](mailto:pd@ket.org) or (800) 432-0951.